



**Michigan State Court Administrative Office (SCAO)
Request for Proposals No.: 2016-01**

***Request for Proposals (RFP) for a Statewide Electronic Filing
System and Integrated Document Management System***

Attachment H: EDMS Inventory

Table of Contents

H.0	EDMS Inventory.....	1
H.1	Counties with Document Management Systems (2014)	1
H.2	Document Retention Requirements.....	2

H.0 EDMS Inventory

H.1 Counties with Document Management Systems (2014)

The table below identifies counties with installed document management systems as of December, 2014. SCAO advises Proposers that changes may have been made since then; the information provided below is for estimating the level of effort in the deployment and determining potential storage volumes for the EDMS provided as part of the solution.

SCAO does not have an inventory of the vendors for each county; however, the following vendor systems are known to be installed in the state: CherryLAN, Hyland, and Laserfiche.

County	Existing EDMS?	County	Existing EDMS?	County	Existing EDMS?
Alcona	✓	Gratiot	✓	Missaukee	✓
Alger	✗	Hillsdale	✗	Monroe	✓
Allegan	✓	Houghton	✗	Montcalm	✓
Alpena	✓	Huron	✗	Montmorency	✓
Antrim	✓	Ingham	✓	Muskegon	✓
Arenac	✓	Ionia	✓	Newaygo	✓
Baraga	✗	Iosco	✓	Oakland	✓
Barry	✗	Iron	✗	Oceana	✗
Bay	✓	Isabella	✓	Ogemaw	✗
Benzie	✓	Jackson	✓	Ontonagon	✗
Berrien	✓	Kalamazoo		Osceola	✓
Branch	✓	Kalkaska	✗	Oscoda	✓
Calhoun	✓	Kent	✗	Otsego	✗
Cass	✓	Keweenaw	✗	Ottawa	✓
Charlevoix	✗	Lake	✗	Presque Isle	✓
Cheboygan	✓	Lapeer	✗	Roscommon	✗
Chippewa	✓	Leelanau	✓	Saginaw	✓
Clare	✓	Lenawee	✓	Sanilac	✓
Clinton	✓	Livingston	✗	Schoolcraft	✗
Crawford	✗	Luce	✗	Shiawassee	✗
Delta	✗	Mackinac	✓	St. Clair	✓
Dickinson	✗	Macomb	✓	St. Joseph	✓
Eaton	✓	Manistee		Tuscola	✓
Emmet	✗	Marquette	✓	Van Buren	✓
Genesee	✓	Mason	✗	Washtenaw	✓
Gladwin	✓	Mecosta	✗	Wayne	✓
Gogebic	✗	Menominee	✗	Wexford	✓
Grand Traverse	✓	Midland	✓		

Please note that a blank in the *Existing EDMS?* column identifies counties for which SCAO does not have information as to whether or not the county has an EDMS.

H.2 Document Retention Requirements

Section 5.1.5 of the RFP identifies court case filings and estimated document volumes for 2013 through 2015. The table below identifies retention periods for the identified case types / classifications.

Case Type / Classification	Retention (years)
Circuit Personal Protection	10
District/Municipal Including Parking*	3-8
Circuit Adoption	100
All Other Court Types and Case Types*	30-50

Please note that there are many retention periods, with varying triggers for calculating the conclusion of a retention period (filing dates, closed dates, order dates, birth dates, etc.). Retention rates provided above, in conjunction with the document volume estimates and identification of counties without an existing EDMS, are intended to provide Proposers with key factors in determining potential storage requirements.

Additionally, until such time as court-specific deployment plans are developed, SCAO is unable to confirm whether a court currently using an existing EDMS will continue to use that system or choose to migrate to the new statewide solution.